 Standard Operating Procedure (SOP)

SOP Number: SOP CW AHC 202	**SOP Name:** Designated Reviewers
Location: *Company-Wide Policies	**Responsible Department:** Research Services
Executive Owner Executive Director of Research Services	**Original Creation Date:** 01/18/2022
Effective Date: 04/04/2022	**Review Date:** 04/04/2022

I. **SCOPE:** This standard operating procedure (SOP) applies to the Research Personnel and Institutional Review Board (IRB) staff members, chair, and committee members at AdventHealth.

II. **PURPOSE:** This procedure establishes the process to designate or remove Experienced IRB Member from the list of IRB members who can conduct Non-Committee Review. This procedure begins when IRB Executive Chair considers adding or removing a Designated Reviewer. This procedure ends with the IRB Executive Chair notifies IRB staff of a new Designated Reviewer or the removal of a Designated Reviewer.

III. **QUALIFIED PERSONNEL:** IRB Executive Chair

IV. **TRAINING:** Not applicable

V. **SUPPLIES & EQUIPMENT:** Not applicable

VI. **PROCESS/PROCEDURE:**
   A. To add a Designated Reviewer:
      1. Review the IRB roster and ensure that the proposed individual is an IRB member.
      2. Verify that the IRB member is an Experienced IRB Member.
   B. To remove a Designated Reviewer no criteria need be followed.
   C. Notify the IRB staff member managing the IRB roster of the decision to add or remove an IRB member and have that IRB staff member update the IRB roster.
   D. Notify the individual of the decision.

VII. **DEFINITION(S):** For capitalized terms not defined in this SOP, refer to CW AHC 107 Definitions in Human Research.

For capitalized designations not defined in this policy, refer to CW AHC 103 Designations in Research.

VIII. **EXCEPTION(S):** See CW AHC 101 Research Oversight

IX. **REFERENCE(S):** Not applicable

X. **RELATED DOCUMENT(S) / ATTACHMENT(S):**
   - CW AHC 107 Definitions in Human Research
   - CW AHC 203 Designations in Research
   - CW AHC 101 Research Oversight
   - CW AHC 108 Human Research Protections Program

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